

# Minutes

## Steering Committee Meeting

Tuesday, February 17, 2004

1:30- 2:45

33 Hazen Drive, 1<sup>st</sup> Floor Conference Room

**Meeting called by:**

Peter Croteau

**Type of meeting:**

Scheduled Monthly Meeting

**Facilitator:**

Dennis Roffman

**Note taker:**

Brian Smith

**Attendees:**

Brian Smith – OIT

Linda Farrell – Business Office

Larry Brigden – DMV

Kelly Michael – DMV

Jim Bronson – OIT

Teresa Williams – Town of Wakefield

Betty Ramspott – Town of Sunapee

Priscilla Vaughan – DMV

Brian Lumbert – OIT

Dennis Roffman – OIT

Peter Croteau – OIT

Glenn Ott – BearingPoint

Mary Kurkjian – BearingPoint

Rachel Henderson – BearingPoint

Rebecca Landry – City of Keene

## Agenda Topics

### I. Citizens Registration Renewal

Peter Croteau

- The OIT is doing majority of work to implement the Citizens Registration Renewal.
- User requirement have been signed off and are available on Web.
- Logical Design has been started and work is in progress to determine details.
- The Governor would like the application live by June. This is an aggressive timeline to achieve the goal, however OIT is confident it can be met. Will not impact MAAP deadline because different resources will be used.
- Surveyed Towns, 67 interested in implementing the Citizens Registration Renewal, 21 are not.

### II. Summary Project Schedule

Dennis Roffman

- Review of Project Plan handout.
- Four responses to the request for testing resources: Ossipee, Nelson, Jackson, and Dalton NH.
- Still in the process of trying to determine the specific resources necessary for training.
- Planned time for towns presently not on-line to become on-line agents is in October.

### III. Current BearingPoint Amendment

Dennis Roffman

- Review of the change order handout, detailed information requested on each of the change orders is available on the Web .
- Changes are presently in the Logical Design phase. User requirements are presently published on-line.

### IV. BearingPoint Activities

Rachel / Glenn

- System Testing started the 2<sup>nd</sup> week of February and is fully underway. System testing will last until the end of April. Full production hardware scheduled for mid March to allow for full test.
- Formal Risk Management process has been implemented. Outside BearingPoint resource will interview Stakeholders, then determine and mitigate the risk. Need to identify people who will be interviewed and then refine the process.
- BearingPoint working more proactively to establish roles and responsibilities within the State's new structure. Goal is to understand exactly who is responsible for ensuring systems are setup and configured on schedule.
- Currently UNI is not setup and is a critical point approaching for system test.
- Formal structured demo's are planned during the next three Steering Committee meetings. Three will be a 30 minute presentations during each of these meetings.

<b>V. Vendor/City Questions Compiled by Craig Dudley</b>	Kelly/Jim
<ul style="list-style-type: none"> <li>• Not all questions have been answered, but all answered questions have are published on the Web.</li> <li>• The goal is to answer remaining questions by the second week of March.</li> </ul>	
<b>VI. Implementation Activities</b>	Brian Lumbert
<ul style="list-style-type: none"> <li>• May 24-28<sup>th</sup> is the planned time for training testers participating in UAT.</li> <li>• OIT needs to visit some towns to upgrade systems to the required version, planned to occur in April – May time.</li> <li>• Met with Director to discuss implementation schedule. Planned to start with sites with largest volume of work.</li> <li>• Planned to implement 65% of customers in week 1 and remainder in weeks 2,3, &amp; 4.</li> <li>• Need to coordinate training to ensure training is performed right before rollout (Just In Time methodology).</li> <li>• Need to determine staffing requirements for implementation.</li> </ul>	
<b>VII. Training</b>	Kelly Michael
<ul style="list-style-type: none"> <li>• Presently working to coordinated dates and resources so training can begin.</li> </ul>	
<b>VIII. Issues</b>	Dennis Roffman
<ul style="list-style-type: none"> <li>• UNH grant has come through to allow for Hardware purchase and change order. Still waiting for a piece of Hardware necessary for March 15<sup>th</sup> deadline.</li> <li>• Need an agreement set up for Municipal Agents.</li> <li>• Question raised about collaboration between MAAP and other projects with similar infrastructure requirements.</li> </ul>	

**Next Meeting: Department of Safety, Hazen Drive, March 16, 2004, 1:30 P.M.]**